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TO : Director of Logistics

DATE: 19 May 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

(1) Representatives of Supply Division, Real Estate and Construction Division, Public Building Services, GSA, and [REDACTED] met at the Depot on 16 May to review the job order submitted to GSA for the renovation of the Reclamation and Preservation Section facilities. No estimated time for commencing the job is made pending the re-estimation of the cost by PBS.

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(2) A representative of the Arlington Iron Works inspected the open drain pipes at the Depot preparatory to covering these openings with barstock for greater security. It is estimated that the job will require ten days.

b. Supply Training: (continued item)

(1) The three-week Supply phase of the Seventh Logistics Support Course commenced on 16 May and will continue in headquarters to 3 June 1955.

(2) On 13 May, a conducted tour of the [REDACTED] was given to a number of female employees of the Supply Operations Branch and the Budget Division, Office of the Comptroller. The purpose of this tour was to acquaint these personnel with the operations of the Depot, and permitted them an opportunity to confer with their associates at the Depot and discuss mutual problems.

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2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecast: (continued item)

(1) The following advance studies have been conducted for items appearing in the Forecast of Gross Materiel Requirements:

(a) Net requirements determined for airborne equipment.

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(b) Net requirements determined for items of a sterility higher than 2.

(c) Listing of requirements and assets for items of a foreign type.

(d) Listings of requirements and assets for items of demolition and ammunition.

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(2) Conferences were held with representatives of the Planning Staff/OL, COMMO/Materiel Support and Operations regarding revision of [REDACTED]. This revision was also discussed with representatives of SSA/DD/S in an effort to identify and phase the forecasting cycle with the preparation of the Clandestine Service General Plan and

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[REDACTED]

b. Supply Regulations: (continued item)

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(1) [REDACTED] Supply Procedures: Completion of chapter 24 is held up pending the receipt of sample forms being printed by Printing and Reproduction Division. It is expected that these printed forms will be available during the forthcoming week. Proof-reading of remaining chapters is being made by Regulations Control Staff and necessary minor changes as a result of proof-reading are being accomplished by Supply Division.

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(2) [REDACTED] Supply Procedures: This proposed publication has been approved by DD/S and has been forwarded to DD/P for authentication. This Division is in receipt of a memorandum from DD/S to Director of Logistics in which it was requested that a criteria for establishment of detached stations be developed. Action will be taken by this Division to study the practicability of such a criteria.

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(3) [REDACTED] Property Accounting Procedures for Headquarters Controlled Projects: A memorandum from Regulations Control Staff to Director of Logistics has been received by Supply Division advising that DD/P comments on formal coordination will require complete revision of this proposed handbook, and that a new handbook should be ready for coordination approximately 1 July 1955. This Division will investigate this further as no previous advice regarding a complete revision has been received. It is believed that DD/P's comments can be incorporated in the present proposed publication.

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c. Report of Non-Issue of Material: (continued item)

Report of Non-Issues is being reviewed for items which may be considered excess to the needs of the Agency and subsequently disposed of. Technical items are being coordinated with the cognizant offices for their technical guidance or comments relative to disposal or declaring the items obsolete.

3. OTHER ITEMS OF INTEREST:



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b. Safe Files: (continued item)

(1) The current status of safe files is: 59 each on hand, 300 each due in on P.O. #55-3143, and 196 each due out.

(2) Follow-up action has been taken through the Procurement Division to the manufacturer, and it has been found that the safe files have not as yet been shipped from the factory. The manufacturer has been requested to initiate shipment as soon as possible.

c. Surplus Property: (continued item)

(1) Twenty-two line items of excess and obsolete property has been disposed of through Ft. Belvoir.

(2) Approximately 10,000 pounds of empty cartridge cases, located at [REDACTED] were disposed of through an [REDACTED]

d. ZI Depot Inventories: (continued item)

Physical inventory at [REDACTED] has been completed as scheduled. Reconciliation is now in process.

e. Workload Study, [REDACTED] (continued item)

Joint action is in process with the Personnel Branch and the Administrative Staff to prepare the necessary papers incorporating the recommendations on the workload study of the Depot to Management Staff. One new job description is being developed and several others are being amended,

f. [REDACTED] Equipment: (new and completed item)

A meeting was held at 1330 hours, 12 May 1955, between representatives of [REDACTED], Planning Staff/OL, and Supply Division/OL for the purpose of discussing requirements and related matters pertaining to [REDACTED]. The following decisions were agreed upon:

(1) Representatives from AMD will screen all current operational requirements for [REDACTED] equipment from a standpoint of suitability for operations, possible substitutions, obsolescence, sterility of items from a standpoint of manufacture. In addition, any initial quantity to be procured will be indicated together with a minimum stock level to be maintained for each item at the desired locations.

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(2) A list for establishing a model or initial stock of items required for [REDACTED] will be prepared by AMD for Office of Logistics cognizance, and all requisitions for this type of material, including airborne gear, will be forwarded to AMD for the technical approval prior to release by the Supply Division.

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(3) Supply Division will coordinate with AMD on any re-distribution or replenishment of [REDACTED] in strategic reserve (PM requirements).

g. Out-Dated Film: (new and completed item)

A review is being conducted of the photographic portion of Material Family Group V, Photographic and Communications Material, to determine the quantities of film and photographic paper which has been transferred to condition 2 (limited serviceable) due to manufacturers expiration date having been reached. A listing of this condition 2 film and photographic paper is being prepared, which will be submitted to activities having requirements for subject material, i.e., Office of Training, TSS, Reproduction Division, etc. It is anticipated that this will provide a means of obtaining better utilization of condition 2 film and photographic paper.

h. Building Supply Operations: (new and completed item)

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(1) The initial requisitions to provide furnishings and equipment for the [REDACTED] have been processed. The Real Estate and Construction Division has been requested to furnish a larger supply room for operations in this area.

(2) The surplus shelving obtained from the move of the Rosslyn Records Center has been utilized in the L Building supply room to obtain approximately 25% better utilization of the existing space. This shelving will be utilized in the other building supply rooms where appropriate to effect more economical use of existing facilities.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.

OL/SD/TJD:dmg:adeg (19 May 1955)

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